

SUSTAINABILITY TECHNICIAN

DEFINITION

To perform technical level administrative duties in support of a City department or program; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

DISTINGUISHING CHARACTERISTICS

This journey-level classification performs a wide variety of complex, non-routine functions in support of the assigned department. Incumbents require knowledge of basic principles and methods of one or more technical or professional fields in order to perform the duties and functions of the position. It is distinguished from the secretarial classifications in that the latter provides routine support functions for the department while this position provides technical and non-routine operational functions.

SUPERVISION RECEIVED

Receives general supervision from assigned supervisory personnel.

SUPERVISION EXERCISED

May exercise direct supervision over administrative support personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop, coordinate, and implement program activities of a technical area of assignment related to department activities and programs.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex or community projects.

Assist with the development of requests for proposals and contract administration.

ESSENTIAL DUTIES (continued):

Plan, prioritize, assign, supervise and review the work of administrative support staff involved in duties related to area of assignment.

Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Review, verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.

Establish and maintain a wide variety of complex filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence; compile and type reports.

Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.

Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.

Assist supervisor and managers with a variety of administrative operations; prepare, recommend and implement procedural modifications.

Coordinate and assist in the development and administration of a department budget; as assigned, prepare grant and loan documents; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; and research and resolve discrepancies.

Develop and implement assigned public outreach events and activities.

Assist with implementation of community programs, as assigned, including preparation of reports, outreach materials and program records.

Independently respond to letters, e-mail and general correspondence based on areas of assignment.

Coordinate, compile and draft City Council, Council committees, boards and commissions communication, as assigned, including reports, presentation materials, agendas and meeting minutes.

ESSENTIAL DUTIES (continued):

May perform a wide variety of complex, responsible, secretarial, administrative and technical duties for executive staff and other management personnel including providing routine analytical support.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of administrative and/or technical area to which assigned.

Principles and practices of intermediate analytical research and project coordination.

Modern office equipment, methods, procedures, and computer hardware and software.

Principles of budget monitoring.

Techniques and principles of effective interpersonal communication.

Principles and methods of business letter and report writing.

Principles and practices of safety management.

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.

General functions and objectives of municipal government.

Research methods and techniques.

Computer software, including word processing, data base, spreadsheet and accounting applications.

English usage, spelling, punctuation and grammar, arithmetic, basic mathematical calculations, statistics and statistical methods.

Report writing techniques.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.

On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 35 pounds or less.

Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement various data collection and reporting systems.

Interpret, apply and explain laws, rules, codes, City policies and procedures.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Supervise, train and evaluate assigned administrative support staff.

Understand and interpret complex policies, procedures and regulations.

Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.

Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.

Analyze situations quickly and objectively to determine proper course of action.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.

Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.

Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resources, payroll, or other confidential issues.

Use principles of effective office safety, including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of responsible administrative support or technical experience, preferably in the subject area to which assigned. One (1) year of lead supervisory experience is highly desirable.

Education: Equivalent to an Associate's degree from an accredited college with course work in public administration, business administration, accounting, biology or a related field based on area of assignment.

Licenses and Certificates: Possess and maintain a valid California driver's license.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: inspect various building and housing sites; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting with exposure to various weather conditions; work in an office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person; read and comprehend legal, technical, and complex documents; interact with the

SPECIAL REQUIREMENTS(continued):

public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

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AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt